**🗑 TRASH REMOVAL ROUTE CARD / TASK LIST**

**Area:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_  
**Shift:** ☐ Morning ☐ Midday ☐ Evening  
**Assigned To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Time In:** \_\_\_\_\_\_\_\_\_\_ **Time Out:** \_\_\_\_\_\_\_\_\_\_

**✅ SUPPLIES CHECKLIST**

* Trash bags (correct size & type)
* Disposable gloves / PPE
* Disinfectant spray or sanitizing wipes
* Paper towels or microfiber cloths
* Odor neutralizer (if used)

**🧼 TASKS & CHECKPOINTS**

**1. 🚨 INSPECTION & REMOVAL**

* Check all bins (front of house, back of house, kitchen, restrooms, staff areas)
* Remove trash from any bin that is **50% full or more**
* Tie bags securely to prevent leaks
* Replace with a clean liner in every emptied bin

**2. 🧴 BIN CLEANING**

* Wipe down **outside** of each bin with disinfectant
* Wipe or spray **inside** of each bin if soiled or sticky
* Pay attention to bin rims, lids, handles, and foot pedals
* Remove any residue or buildup inside the bin (especially in kitchens/restrooms)

**3. 🧼 FINAL TOUCHES**

* Ensure all bins are lined properly and upright
* Check that no trash or debris is left around bin area
* Use odor neutralizer if needed (especially in food or restroom bins)
* Wash or sanitize hands after completion

**📋 SIGN-OFF**

* **Completed By (print name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Supervisor Review (if required):** ✅ / ❌
* **Notes / Overflow / Issues:**